

RESUME'

*"...I hereby solemnly declare that any
information disclosed herein this resume
is complete and accurate to the best of
my belief and knowledge..."*

NAVEED ILYAS

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Address : House No. 2 Street No 63 F-8/4 Islamabad
Contact Number : +92-313-5814088; 0301-8550428
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E-mail : *naveedilyas2013@gmail.com*

OBJECTIVE:

Experienced professional having experience with finance, governance, audit and operational management functions. Hold degree in finance and going through qualifications in management as part of continuous professional learning process. Command excellent analytical, evaluation, report writing and verbal communication skills. Able to deliver results under pressure; advanced analytical skills coupled with a knack for finding creative management solutions; and strive to deliver the highest possible value to the organization.

CAREER PROFILE:

- Detail-oriented, efficient and organized professional with experience in Internal Audit.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Good communicative, organizational and administrative skills.
- Ability to work independently and as an active member of a dynamic and forward thinking team.
- Ability to take initiative, accept challenges and work till the accomplishment of the allotted task.
- Potential to interact productively with people in other disciplines.

KEY SKILLS

Audit, Financial, Budget, Treasury and Administrative Management:

- Audit planning, execution, special investigations, compliance monitoring and structured reviews.
- Compliance to organizational policies, laws and regulations at various assignments.
- Developed accounting / financial reporting and operating systems and built capacity of finance staff at Pakistan Accumulators.
- Business planning, budget preparation and directed financial implementation of projects with manufacturing concerns.
- Developed, coordinated and implemented plans to ensure control; monitoring and timely reporting on results including controllership, audits, treasury, and smooth operations at various jobs held.

Governance & Organizational Representation:

- Represented the organization to local & national authorities, business partners including clients at Pakistan Accumulators.
- Assisted the audit committee with review of organizational governance and risk assessment at Pakistan Accumulators.

Project management and Multi-Geographic Teams Management:

- Contributed to investment proposals, business plans / reports etc for as special assignments.
- Lead teams for finance and operational audits of programs.
- Assisted in preparation of background papers, briefing notes, business plans, strategic documents and work plans at various assignments.

Stakeholders Relationship Management:

- Liaised with suppliers, partner organizations, government agencies, international stakeholders, governance groups and community groups at Volta.
- Contributed to communication papers, annual reports and website materials.

Information Technology:

- Disaster recovery, Computerized Auditing, System analyses and Design
- Working knowledge of ERP systems.
- Windows and MS Office applications. Excellent

Strategy and Policy Development:

skills in MS Excel.

- Assisted and contributed in various strategic planning sessions at Pakistan Accumulators.

EXPERIENCE:

1. M/s Pakistan Accumulators (Pvt.) Ltd

Pakistan Accumulators Pvt. Limited is a private limited company providing power solution including manufacturing batteries for past two decades and has different branches throughout the country. Pakistan Accumulators is also exporting batteries to different countries including Nepal, Lebanon and Afghanistan etc. I was appointed as Audit Officer August 11, 2014; from where my working in Pakistan Accumulators Private Limited has given me a lot of Knowledge and experience to deal with the audit, finance and tax related matters.

Designation : **Assistant Manger** (11 August 2014 – Current Date)
Address : House No. 2, Street # 63, Sector F-8/4, Islamabad
Base : Head Office, Islamabad
Tel/Fax # : 051-111-220-022 EXT: 232
Reporting to : Senior Manager Internal Audit

My duties and responsibilities are as under:

- Develop, coordinate and implement plan for audit, review, monitoring and evaluation of controllership, treasury, accounts, operations, governance and sales.
- Monthly audit of sales tax return and withholding tax reconciliation.
- Carry out Just-in-Time strategic audit assignments.
- Develop, schedule and monitor the internal control reviews, and recommend actions necessary to improve internal control systems
- Review the strategic financial management function of the organization and recommend necessary measures for improvements.
- Monthly audit of branch offices in all the regions, reconciling the all the data with Head Office records.
- Carry out detailed audit tests for the exports and imports.
- Periodically reviewing governance and risk assessment function with the audit team.
- Review statutory compliance function and test timely submission of deliverables.
- Recommend updates for the finance and operations policies and procedures.
- Review the work of external auditors and recommend the implementation of suggestions received from the external auditors.
- Monthly stock taking in the factory, preparation of stock in hand list.
- Preparation of stock reconciliation report and stock valuation report.
- Checking, reconciliation and preparation of monthly Imprest report of all the regions.

- Implementation of all the policies and internal control on all the affairs of company.
- Conducting local procurement audit on monthly basis.

EDUCATION:

Professional Qualification	Status	Issuing body	Year
1. MBA	Degree	(IIUI ISLAMABAD)	2012
2. Bachelor Of Commerce	Degree	(HAZARA UNIVERSITY)	2009

COMPUTER SKILLS:

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| 1. M/s Pakistan Accumulators (Pvt.) Ltd | (ERP System – Global Business Management System) |
| 2. M/s Pakistan Accumulators (Pvt.) Ltd | (SAP System- System Application & Products) |
| 3. MS Office | Microsoft Word, Excel, Access, PowerPoint, Outlook Express |

PROFICIENCY IN LANGUAGE:

Urdu – Native Language
English
Punjabi

REFERENCES:

Name	Designation	Organization	Contact #
1. Dr. Muhammad Faisal	Senior Manager	Oil & Gas Development Corporation	+92-333-5377388